

SECRET

OF 116787

DD/S 71-2762

18 JUL 1971

MEMORANDUM FOR: Deputy Director of Finance

Tom:

1. Attached is the paper from the Office of Training I mentioned to you over the telephone yesterday. OTR is requesting DD/S approval to allow full-time students at academic institutions to observe the calendar of holidays (Thanksgiving, Christmas, Easter, etc.) followed by the particular institution without going through the administrative red tape of charging leave and amending per diem allowances. The primary objective is to relieve the cumbersome administrative burden of maintaining individual leave and per diem accounting for an average of about 40 students per year each time there is an institutional holiday observance.

2. I am told that the Civil Service Commission encourages agencies to follow the practice OTR recommends and some do while others do not. NSA does and State does not, for example.

3. A top-of-the-head reaction from the General Counsel without reading the papers is that there is no legal objection.

4. Would you please take a look at it and let me know whether you see any problems with it.



25X1

Att.

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downgrading and
declassification

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Next 1 Page(s) In Document Exempt

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DD/S 67-41847
19 SEP 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Exceptions to Travel Regulations for
Selected Trainees

REFERENCE : (a) Public Law 85-507, dtd 7 July 1958,
"Government Employees Training Act"

(b)

1. Paragraph 3 contains three recommendations for your approval.

2. The Office of Training, in connection with its external training program, has a yearly average of approximately 35 Agency employees who are assigned to training points outside the Washington, D. C., area for periods of nine to twelve months. The training is given under the provisions of reference (a), and the employees' entitlements are dictated by references (a) and (b). These would appear to ensure standard government entitlements for those taking external training; unfortunately, such is not the case. We believe our own procedures should be standardized so that we may eliminate continuing individual decisions. Those cases involving full-time external training of less than nine months or more than one year will be considered separately.

3. It is recommended that you approve the following entitlements for those employees in a full-time TDY external training status for approximately nine to twelve months:

a. Travel costs for travel by privately owned vehicle to and from the point of assignment will be reimbursed on a commuted basis of 12 cents per mile with the employee receiving one full day of per diem for each 350 miles traveled. Mileage computations will be based on the official Mileage Guide. Employees who do not travel by privately owned vehicles will be reimbursed on the basis of actual means used, amounts to be determined from official airline and railroad guides.

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downgrading and

b. Employees with no dependents will receive a per diem allowance of \$16.00 for the first 60 days; \$10.67 for the next 120 days; and \$5.00 for the remainder of the training period up to 185 days.

c. Employees with dependents will receive a per diem allowance of \$16.00 for the first 60 days; \$10.67 for the next 120 days; and \$10.00 for the remainder of the training period up to 185 days.

d. In situations where lodging and/or meals are furnished by the facility, appropriate deductions from the per diem rates listed will be made.

/s/
John Richardson

John Richardson
Director of Training

*
APPROVED:

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

28 SEP 1967

Date

Distribution:

Orig - Adse (for return to OTR)
2 - DDS ~~Chief~~ Subject
2 - DTR
2 - R/TR
1 - C/SS/TR
1 - C/CTB/OF

no legal objection R.H.L. Sept 28, 1967

* The amounts authorized herein are in lieu of all travel entitlements during the period of the assignment.

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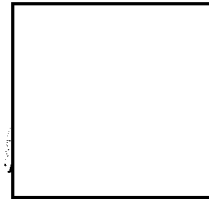
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OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Chief, SOS/DDS				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY	PREPARE REPLY		
APPROVAL		DISPATCH	RECOMMENDATION		
COMMENT		FILE	RETURN		
CONCURRENCE		INFORMATION	SIGNATURE		
Remarks:					
Bob:					
<p>I've reviewed the attached and agree with it if there is no legal objection. As I mentioned to you on the phone, I'm quite sure this is the way my leave account was handled when I was off for a year of study. I think one point to remember is that when our students are not in class in observance of academic scheduled holidays (Christmas, etc.) they are still in a student status and from what I've heard from our own people who have been off for a year of study, these so called holiday sessions are spent by them in preparing term papers, preparing for examinations, catching up on assigned reading</p>					
FOLD HERE TO RETURN TO SENDER (over)					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
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and study, etc. I certainly see no problems if OIA
went this route in their accounting procedures.



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Att.

Distribution:

Orig - Adse w/cy att *

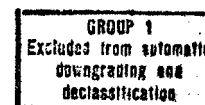
X - DD/S Subject w/Orig DD/S 71-2473

1 - DD/S Chrono

1 - SOS Chrono

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*Same memo sent to DD/OP



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OTR dtd 21 Jun 71,
Subj: Special TDY System for
Students in Full-Time Training Program

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8 July 1971

Mr. Coffey via Mr.

The Office of Training is requesting your approval to allow full-time students at academic institutions to observe the calendar of holidays (Thanksgiving, Christmas, Easter, etc.) followed by the particular institution without going through the administrative red tape of charging leave and amending per diem allowances. The primary objective is to relieve the cumbersome administrative burden of maintaining individual leave and per diem accounting for an average of about 40 students per year each time there is an institutional holiday observance.

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I asked about it and off the top of his head he saw no objection.

Recommend your approval.

RHW

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4 August 1971

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Mr. Wattles via Mr.



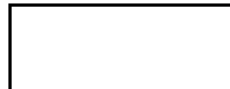
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I asked [redacted] about it and off the top of his head he saw no objection. The Offices of Finance and Personnel have reviewed it and see no problem. Les Bush reports that the Civil Service Commission is conducting a study of all aspects of entitlements of employees in full-time external training and hopes to be in a position to issue more helpful guidelines to agencies before commitments are made to employees for training which will commence in the fall of 1972. OTR reports that Civil Service Commission encourages agencies to follow the practice OTR is recommending and some agencies do while others do not. NSA does and State does not, for example.

We have had this paper since 22 June because it took about three weeks for OTR to come back with the information about the attitude of the Civil Service Commission and practices of other Government agencies. It took another couple of weeks to get responses from Personnel and Finance.

Recommend your approval.



RHW

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